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ES 76-4

Approved For Release 2002/06/18 : CIA-RDP83B00100R000100130051-6

Executive Registry
76-7738

19 April 1976

MEMORANDUM FOR: See Distribution

FROM : B. C. Evans, Executive Secretary

1. Far too often material is reaching the Director or his immediate office without going through the Executive Registry and over my desk. Per [] and the Director's recent guidance, he looks to me to see that all material is properly coordinated and that the left hand has the opportunity to know what the right hand is doing. That material gets to him without the benefit of Registry and consolidation with other related inputs from line or staff elements can be attributed to the fact that you or one of your staff handcarried the material. The secretaries in his office are under DCI instructions to handcarry any item you may have dropped on their office to the Registry, which in turn will return it to the Director via my office. Of course there are exceptions, e.g., when the Director, or any of his immediate staff, has phoned saying they are waiting for a paper, you are meeting with him and provide a piece of paper across the table, cables, finished intelligence and periodic publications, etc. In most cases, your offices subsequently drop an information copy on the Registry and we are able to record and retrieve as appropriate if the document is an actionable memorandum or letter.

25X1

2. It is understood that there is a very limited quantity of paper that should be exempted from Registry, such as correspondence related to some personnel/security/medical-related cases, particularly sensitive DDO operations, and some extremely sensitive Community intercept topics. However, we have a responsibility to record its existence if it involves DCI review and approval. In all such cases, we have an obligation to know where the office of record is and in most cases do.

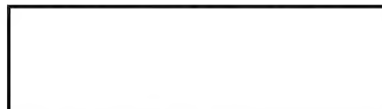
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3. The Director looks to me to see that material reaching him is properly coordinated and has relevant reference material attached to it, irrespective of whether it has originated with the sender. I hope you will cooperate with us in discharging these responsibilities. STATINTL



B. C. Evans

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